# Шаблон письма для организации сбора List of Examinations

Тема сообщения: Action Required List of Examinations

Dear student(s),

To make sure you are allowed to take exams in the courses you attended, please fill in and submit to the **List of your Exams** (see the form attached)**.**

**How to make a List of your Exams:**

**1.** In your **LMS account** open **My courses** section**;**

2.       Check that all the courses you will be passing are there;

3.       Copy them to the field “*Courses to be passed in the 2nd module*” in the file attached;

**How to add courses to your Individual study plan:**

4.       If you don’t see some course in LMS put the title of the course in the field “*Courses  to be added to your individual study plan*” in the file attached.

**How to remove courses from your Individual study plan:**

5.       If you see in LMS a course you’ve dropped, write it in the field “*Courses  to be removed from your individual study plan*” in the file attached.

6.       Send the List of your Exams to me and Student International Mobility Office in cc by **\_\_\_\_\_\_\_\_** (deadline should be at least 1 week before the start of examination period)

**NB!** Without the correct data in LMS it will be impossible to take exams and get the ECTS credits for the course.

If you have further questions please do not hesitate to ask.

Best regards,

(your name)